



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

7150  
FMB-56

MAY 31 2000

MEMORANDUM FOR DISTRIBUTION

Subj: PROCUREMENT OF LIGHT REFRESHMENTS FOR CONFERENCES

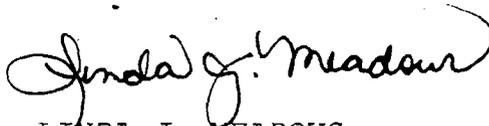
Ref: (a) PDTATAC memo of 7 Mar 00, Subj: MAP Item 65-99/CAP  
Item 57-99 - Conference Planning  
(b) PDTATAC memo of 31 Mar 00, Subj: MAP Item 07-99(E)/CAP  
Item 07-99(E) - Update Conference Planning

By references (a) and (b), both the Joint Travel Regulations (paragraph C4950) and the Joint Federal Travel Regulations (paragraph U2550) were amended to allow appropriated funds to obtain light refreshments for government sponsored conferences. To qualify as a conference a number of conditions must be met, such as, consideration of other alternatives (i.e., on-site government facilities), conducting cost comparisons, and whether the sponsor has contracting authority to obligate Government funds in connection with conference arrangements. Conferences include meetings, retreats, seminars, or symposiums, which involve attendee travel; and certain related training activities (as provided in 5 CFR 410.404). As a matter of clarification, periodic meetings for which the majority of participants do not travel, nor has special approval been provided, would normally not qualify as a "conference" for the purposes of this letter.

The cost of the light refreshments may be included in the contract, or may be charged as part of the conference registration fee and reimbursed to the traveler. For a conference using on-site facilities, the cost for refreshments could be charged to the activity's purchase card. The definition of light refreshments covers morning, afternoon, or evening breaks, excludes alcoholic beverages, and includes coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. Therefore, a buffet line, sandwich line, heavy hors d'oeuvres, or similar fare is not considered to be light refreshments. These changes are already in effect, but they will not appear in the printed regulations until 1 June 2000.

Subj: PROCUREMENT OF LIGHT REFRESHMENTS FOR CONFERENCES

My point of contact is Ms. Shari Ritter, FMB-56, who can be reached on (703) 693-6584, DSN 223-6584, or by e-mail at ritter.shari@hq.navy.mil. You may also contact Mr. Cotton Bowen, OPNAV (N130), who can be reached on (703) 695-3322, DSN 225-3322, or by e-mail at N130E2@bupers.navy.mil.



LINDA J. MEADOWS  
Director  
Budget Policy and Procedures Division  
Office of Budget

Distribution:

AAUSN  
CNO (N09BF)  
CMC (RFL)  
CINCLANTFLT (N02)  
CINCPACFLT (N80)  
CINCUSNAVEUR (Code 0153)  
COMSC (N8)  
COMNAVSPECWARCOM (N7)  
COMNAVSEASYSKOM (SEA-01)  
COMNAVVAIRSYSKOM (AIR 7.6)  
COMSPAWARSYSKOM (N01-4)  
CNR (CNR-08)  
COMNAVFACEKOM (N91)  
COMNAVSUPSYSKOM (SUP-01)  
DIRSSP (SSP-13)  
BUMED (MED-01)  
COMNAVPERSKOM (PERS-02)  
CNET (N8)  
COMNAVRESFOR (Code 06)  
COMNAVMETOKOM (N4)  
COMNAVSECGRU (N8)  
ONI (ONI-08)  
COMNAVCOMTEKOM (N7)  
NAVSYSMGMTACT